

Dear MI-Access Coordinators and District Assessment Coordinators,

After much thoughtful consideration, the Bureau of Assessment & Accountability (BAA) has decided to change the Fall 2012 MI-Access assessment administration dates to align the Tested Roster window for all three fall assessments. This alignment will offer MI-Access Coordinators the same opportunity that MEAP and MEAP-Access Coordinators have had to view Tested Roster data while there is still time to submit Student Record Maintenance (SRM) in the Michigan Student Data System (MSDS) before fall data is locked for assessment reporting and accountability calculations. Specifically, this change will allow MI-Access Coordinators to review and correct, if needed, out-of-level and special education flags. The alerts provided during Tested Roster are critical because a student who took an alternate assessment but is not flagged as special education, or who is flagged as out-of-level (based on student's grade level in MSDS), will have his/her scores invalidated.

The MI-Access fall assessment window will remain six weeks in duration. The new **assessment window will run October 1 – November 9, 2012.**

While the testing window has been moved up only one week, BAA has asked our MI-Access scoring contractor, Questar Assessment Inc., to deliver Tested Roster data two full weeks earlier than scheduled to accommodate the alignment of all three Tested Rosters this fall. This will provide the important opportunity to correct student data, if necessary. To deliver Tested Roster data on this aggressive timeline, BAA and Questar will need district assistance in the form of early materials returns.

- **Early returns shipped by November 6, 2012 will result in MI-Access student data being available when Tested Roster opens.**
- On-time returns shipped by November 14 will result in MI-Access student data being available in Tested Roster sometime after the opening, but during the Tested Roster window.
- Late returns between 1 and 14 days late will be scored and included in data files, PDF and paper reports, and accountability calculations; however, will not be included in Tested Roster. Late returns 15 or more days late will not be scored.

A revised assessment schedule, test administrator manual, and webcasts outlining the details related to early return of MI-Access materials will be provided as soon as possible. However, we wanted to inform districts of this change to the MI-Access testing window as soon as possible. We hope that this new procedure will result in more accurate data for students taking the MI-Access alternate assessments, and will result in fewer scores being invalidated.

If you have questions about this change, please contact BAA at 877-560-8378, option 4, or email [baa@michigan.gov](mailto:baa@michigan.gov).

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